

# NFC Sensitive Data Security Agreement

This is an agreement between \_\_\_\_\_ and the  
USDA, MRPBS, HRD. (Full Name -- Printed or Typed)

1. **PURPOSE.** To obtain individual agreement to abide by information security requirements and procedures, in order to protect employees' personal information from being misused.
2. **SCOPE.** This agreement applies to an employee who has access to sensitive personnel data in the NFC systems or other systems containing sensitive data.
3. **UNDERSTANDING AND AGREEMENTS.** As a user of these systems to access sensitive data, I:
  - a. Will access or attempt to access only the information resources authorized to me by NFC and my supervisor.
  - b. Will protect sensitive information from access by unauthorized personnel.
  - c. Will use data solely for official business.
  - d. Won't intentionally delete or alter files, except as required, in the course of official business.
  - e. Will ensure that my access passwords are protected (not shared with others or publicly posted). I will make my passwords secure enough to preclude others from readily guessing or deducing them.
  - f. Understand that misuse of the data may result in disciplinary action.
4. **EFFECTIVE DATE.** This agreement becomes effective when signed and dated.

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor Name  
(Printed or Typed): \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return signed and dated form to:  
MRPBS HRD HRO Processing  
100 N. 6<sup>th</sup> Street, Suite 510C  
Minneapolis, MN 55403  
Attn: NFC Security Officer